SECRET

4 DEC 1969

MEMORANDUM FOR: Director of Central Intelligence

SUBJECT   : Security Clearance Procedures for
                   Congressional Staff Members

1. This memorandum is for information only, and is in
response to your request for information concerning security
procedures of CIA and certain other U. S. Government agencies
in "clearing" Congressional staff members.

2. With regard to CIA, the initial determination of "need-
to-know" is made by the Office of Legislative Counsel, which
processes a Request for Approval to Liaison (Form 123) to the
Office of Security. This is normally a TOP SECRET liaison
request, but there are a few occasions when this is at the
SECRET level. If Office of Security records reflect that favor-
able investigative material is on file, the TOP SECRET Liaison
Clearance is immediately granted, and a formal written reply
is furnished the Office of Legislative Counsel. In those instances
where we have no record of a recent investigation, arrangements
are made through the Department of Defense for the issuance of a
DOD clearance, which we honor. (As you are aware, the investi-
gation is actually conducted by this Office, but the evaluation
process is handled by the Security Division, Department of Defense.)

3. If the Office of Legislative Counsel further determines
that there is a requirement for SI or codeword material, the
clearance request is processed on Form 2018a (Special Clearance
and/or Billet Approval), and forwarded through the Special
Security Center, Office of Security. The background investigation
is evaluated by the Office of Security under the guidelines of DCID
1/14, and the Office of Legislative Counsel is informed of the
security determination that has been made. Once the staff member
has been appropriately briefed, the signed briefing statement is
returned through channels to the Office of Security for storage and
proper computer recording.

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4. Arrangements presently exist with the Defense Intelligence Agency so that CIA acts as an office of common service for all special clearances held by Congressional staff members. We also maintain a record of "Q" clearances which are issued on Congressional staff members by the Atomic Energy Commission.

5. Office of Security records reflect that there are currently one-hundred twenty-five (125) Congressional staff members or administrative assistants who have been issued CIA clearances ranging from SECRET to TOP SECRET and Codeword. The Office of Legislative Counsel reviewed the list in coordination with the recorded clearances. Attached is a memorandum of 28 November 1969, which specifically certifies those Congressional staff members who have been granted CIA clearances (Tab A).

6. It should be noted that there is no central repository for the recording of clearances which have been granted to Congressional staff members. Forwarded as attachments are brief summaries on the security procedures followed by the Department of Defense (Tab B); Department of State (Tab C); Atomic Energy Commission (Tab D); and the Federal Bureau of Investigation (Tab E). This information was gathered directly from discussions with personnel from the listed agencies during the period 1 to 3 December 1969.

25X1A

Howard J. Osborn
Director of Security

5 Atts

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ROUTING AND RECORD SHEET

SUBJECT: (Optional)
Security Clearance Procedures for Congressional Staff Members

FROM: Director of Security 25X1A Room 4-E-60	EXTENSION	NO.
	████	DATE 4 December 1969

TO: (Officer designation, room number, and building)	DATE RECEIVED	DATE FORWARDED	OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
1. Legislative Counsel Room 7 - D-43				
2. GLC				
3.				
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